

HAMPSHIRE PARENT CARER NETWORK DATA PROTECTION POLICY

Date introduced:	September 2022
Next Review Date:	September 2023

Hampshire Parent Carer Network (HPCN) respects the privacy of everybody that engages with our service.

The purpose of the Data Protection Policy is to support the 10 Data Security Standards, the General Data Protection Regulations (2016), the Data Protection Act (2018), the common law duty of confidentiality and all other relevant national legislation. HPCN recognises data protection as a fundamental right.

This policy applies to all staff, including temporary staff, volunteers and steering group members.

HPCN collects contact information relating to our members to share information, event details, newsletters and to signpost members. This policy includes all data which HPCN processes either in hardcopy or digital copy.

Where consent is required for the processing of personal data HPCN will ensure that informed and explicit consent will be obtained and documented in clear, accessible language. The individual can withdraw consent at any time. HPCN will ensure that it is as easy to withdraw as to give consent.

HPCN acknowledge accountability in ensuring that personal data shall be:

- Processed lawfully, fairly and in a transparent manner;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
- Accurate and kept up to date;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation');
- Processed in a manner that ensures appropriate security of the personal data.

HPCN will uphold the personal data rights outlined in the GDPR;

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object;
- Rights in relation to automated decision making and profiling.

HPCN shall implement appropriate organisational and technical measures to uphold the principles outlined above. HPCN will integrate necessary safeguards to any data processing to meet regulatory requirements and to protect individual's data rights.

In all processing of personal data, HPCN will use the least amount of identifiable data necessary to complete the work it is required for and we only keep the information for as long as it is required for the purposes of processing.

Our designated Data Protection Lead is Carol Dixon, Director of Central Services. The key responsibilities of the lead are:

- To ensure the rights of individuals in terms of their personal data are upheld in all instances.
- To define our data protection policy and procedures and all related policies, procedures and processes and to ensure that sufficient resources are provided to support the policy requirements.
- To complete the Data Security & Protection Toolkit (DSPT) annually and to maintain compliance with the DSPT.
- To monitor information handling to ensure compliance with law, guidance and the organisation's procedures and liaising with the Senior Management Team to fulfil this work.
- Reporting on data protection and compliance with legislation to senior management;
- Liaising, if required, with the Information Commissioner's Office (ICO).
- To manage, assess and mitigate the information risks within our organisation;
- To represent all aspects of information and data protection and security to senior management and drive engagement in data protection at the highest levels of the organisation.